

**The Housing Authority of the Town of Bethel**  
25 Reynolds Ridge, Bethel, Connecticut 06801  
**October 12, 2016 at 4:00pm**  
**Community Room #25**  
Regular Meeting  
**MINUTES**

**RECEIVED**

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**TOWN OF BETHEL  
TOWN CLERK**

CALL TO ORDER 4:00pm

ROLL CALL

Gail Slifkin – Chairman, Beth Cavagne -Vice President, Linda Ryan – Treasurer (absent), Claudia Stophel (absent), Diane Stevenson - Tenant Commissioner,  
NP Rentals and Management: Mark Nolan, Stacey Olszewski,  
Residents list on file in management office.  
Guests - None

MINUTES

Chairman Slifkin made a motion to add to the Agenda 1. Under Reynolds Ridge Resident Association Report - Corporate Governance Memo 2. Under New Business – Request for Proposal. Approved Beth Cavagna, Seconded by Diane Stevenson.  
Approval of Regular Meeting Minutes September 14, 2016.  
Motion to accept Beth Cavagna, seconded, Diane Stevenson. All in Favor

REYNOLDS RIDGE RESIDENTS ASSOCIATION REPORT-

Report was read by Christine Sleight, President. Posted and on file. Information was requested about meetings in reference to the Resident Participation Plan.  
Diane Stevenson presented a letter in response to Corporate Governance Memo from October 4, 2016.

CITIZEN INPUT

Lucy Lafferty asked for clarification to the parking at Reynolds Ridge. Management is addressing her concerns.  
Joan Finn asked about allocation of Picnic Tables and smoking vs. Non Smoking Tables. Resident Association is reviewing all of this and will present their ideas to management.

REPORTS

**Chairman's Report**

- CDBD 1: No news Chairman Slifkin will be meeting with architect to review options.

**Phineas Park Management Report**

- **Waitlist:** 116 applicants for 1 bedroom list and 21 for 2 bedroom
- **Insurance Renewal:** as October 2016 there is an increase of \$600.00 due to increasing the square footage for replacement costs.
- **Rent Increase:** review of utility allowance in process. Proposing rent to increase by \$25.00. Management requests approval to continue with the proposed budget. USDA / RD will ultimately approve any rent / utility increase and budget approval. Motion made by Diane Stevenson, seconded by Beth Cavagna. All in favor

**Reynolds Ridge Management Report**

- **Parking / Visitor Parking Signs:** Visitor signs are up. If you are a resident that does not have a sticker, please see management. Please ask your visitors to use the spaces.
- **Police Department:** Still getting reports of knocking on doors late at night. Management notified police department again and spoke to Lt. Libertini. The police department advises all residents to call 911 in any instance that tenants have a concern about.
- **United Alarm-** Parts are ordered and we are moving forward.
- **Resident Service Coordinator:** Linda Duffy from Bethel VNA will resume coverage October 13, 2016 and will be posting her schedule.
- **Low Loss Achievement Award.** Awarded from HAI Insurance for low loss risk of BHA/RR.

- **Resident on Resident Harassment Policy.** Motion made by Beth Cavagna to adopt the policy, seconded by Diane Stevenson. All in favor.
- **Waitlist update:** E 133 - 95 Applicants 3 vacancies #30, #38, #41  
E 166 - 93 Applicants 1 vacancies #71
- **#41 and #38 Apt Rehab update:** Woodworks Construction has commenced rehab work, ordered materials, still working towards deadline.
- **Thomaston Oil Maintenance Contract:** interior fan cleaning for existing wall units in each unit - \$179.95 for single head and double head \$199.95. Clean yearly. Discussion ensued. Motion made to schedule maintenance cleaning of Fujitsu units with Thomaston Oil by Beth Cavagna seconded by Diane Stevenson. All in favor.
- **Picnic Tables:** RRRA will be reviewing locations of smoking and non-smoking benches. RRRA will present those changes to management and a posting of the designated smoking area will be done by signs.
- **Absentee Ballots:** Residents have asked for them they are posted on the bulletin Board at #25
- **Profit and Loss:** Budgets and Fiscal Health of the Housing Authority presented by management. Discussion ensued regarding YTD, RMR funding, CDBG expenditures.
- **Utility Allowance:** All residents need to provide Account number in order to develop a utility allowance.
- **Fire Marshall Inspection:** Scheduled for November 2, 2016. Notices to residents forthcoming.

#### TREASURERS REPORT

Approval of "out of pocket" expenses by the board for Commissioner Slifkin. Expenses provided in Commissioner's Packet and to set a policy for board vote and approval prior to purchases over \$50.00 by board members. Management to make purchases via BHA "House" charge cards. All purchases should be completed on house charge and by management. Discussion ensued.. Motion made by Beth Cavagna seconded by Gail Slifkin. All in favor

#### OLD BUSINESS

- Nothing to report

#### NEW BUSINESS

- **Base Rent E 166:** Motion made to increase Base Rent of all tenants at E166 currently at \$300.00 to \$325.00 for studios and \$350.00 to \$375.00 for one bedroom. Effective January 1, 2017 and additional increase of \$25.00 upon renewal of Lease during 2017 calendar year. Discussion ensued. Motion Made by Gail Slifkin, Seconded by Diane Stevenson. All in Favor.
- **Budgets/ Proposed Rent Increases E 133:** Management requests approval to prepare and submit Budgets for 133 prior to the next Board Meeting. All budgets will be reviewed and approved by DOH/CHFA. Discussion ensued. Motion made by Diane Stevenson seconded by Beth Cavagna. Motion passed
- **Request for Proposal:** Commissioner Slifkin indicated the current NP Rental & Mgmt. contract ending on 12/31/16, she would like to prepare a RFP for management services. Discussion ensued. Motion for a subcommittee to develop an RFP for property management agreement of Reynolds Ridge. Motion made by Beth Cavagna, seconded by Diane Stevenson. All in favor.

Motion to adjourn made by Gail Slifkin seconded by Beth Cavagna

Adjourned 5:45

Respectably submitted by  
Stacey Olszewski - NP Rentals and Management